

Manager's Report

FINANCE

August

- The expenditures in August 2022 were \$2,539,503, 16 % of the total budget, compared to budgeted expenditures of \$1,322,576, an average of 4.42 % for the month, due to 3 quarter Police payment of \$2,420,133. Please note that this analysis is based on a straight-line allocation of the budget for the year, which is \$1,322,576 or 8.33% per month. This does not consider the timing of expenditures such as Police or seasonal events such as Summer Camp or Village events.
- YTD the Village has spent \$11,636,303 or 73.32 % compared to budgeted expenditures of \$ 14,538,336 or 91.63%.
- The Village Auditor's will have pre-audit planning September 19-23 and field work January 23 to February 3, 2023.
- Manager's Reportable Checks:

Check Transfer Date	Check Transfer #	Vendor Name	Description	Total Amount
8/26/2022	40276	BEEFREE, LLC.	FREEBEE RIDES FOR JUNE 2022	\$33,842.76
8/26/2022	40276	BEEFREE, LLC.	FREEBEE RIDES FOR JULY 2022	\$33,475.93
8/12/2022	40196	GRANICUS, INC.	GRANICUS	\$12,632.59
8/19/2022	40253	MARLIN ENGINEERING, INC.	PROFF. SERVICES 05/01/2022-07/31/2022 TRAFFIC CALMING	\$27,565.25
8/26/2022	40279	METRO EXPRESS, INC.	VILLAGEWIDE SIDEWALK IMPROVEMENTS	\$44,157.50

IT DEPARTMENT

August

- Help desk statistics: 148 tickets created, 191 closed.

- Human Resources Department – Applicant tracking and job posting on NeoGov.com went live.

October Upcoming Events

- Kick-off, server project – all hardware has arrived.
- Completion of Clerk's eAgenda project (Granicus Peak)
- Kick-off, public data interconnect project (AT&T)

HUMAN RESOURCES

August

- 2 Recruitment Ads
 - Park Service Aide (ongoing)
 - Park Reservation
- 16 Applications Review
- 6 Interviews scheduled
 - Arborist (Public Services)
 - Parks & Recreation Supervisor (Parks & Recreation)
 - Park Reservation Specialist (Parks & Recreation)
- 1 Pre-Employment Meetings
- 3 New Hire
 - Park Service Aide (Parks & Recreation)
 - Admin. Aide (Communications)
 - Parks & Recreation Supervisor (Parks & Recreation)
- 12 Job vacancies
 - 2 - Park Service Aide (Parks & Recreation)
 - 1 – Admin. Assistant (Village Clerk)
 - 1 – AV Technician (Communications)
 - 1 – Code Compliance Officer (Comm. & Economic Development)
 - 1 – Admin. Assistant (Public Services)
 - 2 – Tree Maintenance Worker I and II (Public Services)
 - Tree Maintenance II (ARBORIST) (Public Services)
 - 1 – Facilities Maintenance Worker (Public Services)
 - 1 – Parks & Recreation Supervisor (Parks & Recreation)
 - 1 – Special Events Supervisor (Parks & Recreation)
 - 1 – Park Reservation Specialist (Parks & Recreation)
- 0 Training Sessions
- 5 Separations of Employment (4 are Summer Camp employees that ended their assignment)
- 6 Transfers/Updates/Evaluations

COMMUNICATIONS

August

- 94 FB/Twitter Postings (including event and meeting postings)
- 8220 FB Followers (likes)
- 3,164 Instagram Followers
- 2,340 Constant Contact Contacts
- 2 Videos (including meetings/town halls)
- 2 Village Vibes Bi-Weekly E-Newsletter
 - 8/6 Village Vibes
 - 8/20 Village Vibes

- 22 Promotional/Informational Campaigns:
 - BIG 20
 - We Love PB!
 - Motivational Mondays
 - #SpiderManDay & #WorldWideWebDay
 - #NationalNightOut
 - #PurpleHeartDay
 - #NationalBookLoversDay
 - #NationalLazyDay
 - #NationalSpoilYourDogDay
 - #NationalSonandDaughterDay
 - #InternationalYouthDay
 - #NationalFinancialAwarenessDay
 - #NationalRelaxationDay
 - #CityHallSelfie
 - #BackToSchool
 - #NationalNonprofitDay
 - #NationalSoftIceCreamDay
 - #WorldPhotoDay
 - #NationalSeniorCitizensDay
 - #NationalHeroesDay
 - #NationalWaffleDay
 - #NationalDogDay
 - #EatOutsideDay

- Meetings:
 - 8/31 Citizens Academy Mock Council Meeting

- Events:
 - 8/2 National Night Out
 - 8/7 Keep PB Beautiful
 - 8/12 Back To School Book Bag Supplies Stuffing
 - 8/20 Community Workshop (Zoning and Planning)
 - 8/25 Parks Master Plan Workshop
 - 8/27 Financial Literacy Skills Seminar
 -

GRANTS

August

- 1 - New Grant Application Prepared in the month of August
 - Florida Recreational Development Assistance Program (FRDAP) 23/24 Cycle for Coral Reef Park Trail Renovation Supplement

- 0 - Grant Approval Notification in the month of August

- 1 - Project Withdrawal
 - Transportation Planning Organization (TPO) – Titled: ADA & sidewalk safety improvement study not being pursued due to repetitive studies related to transportation

- Active Grants Update:
 - Palmetto Bay Park Improvements, Phase 1 agreement prepared for September Council meeting
 - Thalatta Shoreline Stabilization pre-bid meeting held on the 9th where 5 contractors attended.
 - SRTS Project 438160 Coral Reef Elementary, Perrine Elementary, and Howard Drive Requested an Extension through December 31, 2023

- 2 - Reports filed
 - Provided additional information to the Recreational Trails Programs (RTP) application for Coral Reef Park Trail Renovation application
 - JAG-C (Community) Palmetto Bay allocation of \$3,102 Certificate of Participation (COP) submitted for Police DARE program funding
 - Submitted Intent to apply to Flood Mitigation Assistance (FMA) – Sub-Basin 44 Construction

- 7 - Pending Applications with future due date
 - Safe Streets 4 All (SS4A) – Due September 9th
 - Florida Municipal Insurance Trust's (FMIT) Matching Safety Grant Fund Reimbursement Program – Due September 30th
 - Growing Roots for Environmentally Equitable Neighborhoods (GREEN) – *Tree planting for part of District 3 area* – Due September 16th

- Beautification Grant for US1 Median work – Due October 3rd
- JAGC application to be submitted - Due October 3rd
- Urban and Community Forestry (UCF) – *Tree Inventory, Phase 2* – Due November 14th
- Flood Mitigation Assistance (FMA) – Due November 14th
- Building Resilient Infrastructure and Communities (BRIC) – *Sub-Basin 43 funding to assist state appropriation* – Due January 27, 2023
- Meetings/Webinars Attended
 - FMA & BRIC Program Webinar – AUGUST 3rd
 - School Walking Audit Webinars 1, 2, and 3 - AUGUST 15, 22, and 29 respectively
 - 2023 GREEN Miami matching Grant Webinar – AUGUST 23rd
 - FDOT's ADA in Design, Construction & Maintenance Webinar – AUGUST 30th

October Upcoming Events

- Continue work on 12 active grants [*SRTS x 3, Thalatta Shoreline, Park-and-Ride, Sub-Basin 61 x 2, Police JAG grants(JAG-Direct), Police JAG grants (JAG-Community), FRDAP, Community Forestry, and Sub-Basin 43*]
- Prepare to submit upcoming grants listed above due in October

PARKS & RECREATION

August

Palmetto Bay Park

- I9 Sports on Saturdays and Sundays
- Travel Softball Teams Practice Weekly
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- Ballet At the Park Summer Season Mondays-Thursdays

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on some Saturdays and Sundays
- Saturdays 9am-3pm – Farmers Market on Saturdays 9am
- Summer Camp Ends
- Tennis Summer Ends
- National Night Out & Movie Night – August 2, 2022
- Keep Palmetto Bay Beautiful – August 7, 2022
- Nature Posting's Stand-Up Paddleboard- 8-27

Perrine Community

- August 18, 2022- Virtual Bingo
- August 27, 2022- Art Exhibit

Thalatta Estate

- August 7, 2022 – Yoga by the Bay
- August 13, 2022 -Responsible Gardening Workshop
- August 21, 2022 – Yoga by the Bay

Private Weddings/Rentals – March 2022

- 1 Photoshoot

Other Events: Village Hall & Area Schools

- August 25, 2022- Parks Master Plan Presentation to Committees & Boards
- August 27, 2022 – Financial Stability Workshop

October 2022 Upcoming Events/Programs/Projects

Palmetto Bay Park

- I9 Sports on Saturdays and Sundays
- Travel Softball Teams Practice Weekly
- Ballet At the Park Summer Season Mondays-Thursdays
- MJ Hoops (Basketball User Agreement) Wednesdays and Thursdays
- HS Softball Fall League

Coral Reef Park

- Palmetto Bay Soccer games on Fridays and Saturdays
- Bay Lions Soccer Club games on Saturdays and Sundays
- Saturdays 9am-3pm – Farmers Market on Saturdays 9am
- Junior Team Tennis- Saturdays 8am-1pm
- Halloween Trick or Treat & Movie Night – October 28, 2022

Ludovici Park

- Rotary Club | October 4th, 11th, & 18th 2022 | 11:30am
- Baby Shower Rental | October 9th, 2022
- Principal's Welcome Breakfast | October 13, 2022
- Book Club | October 13, 2022
- Cantamar Homeowners Association | October 18, 2022

Perrine Community House

- Programming- Ballet at the Park- Mondays & Wednesdays (3pm & 4pm)
- Rental- Princess Training Celebration | October 8, 2022 | 11am
- Art Exhibit- Susan K. Feldman |October 15, 2022 | 6:30pm-8:30pm
- Senior Art Classes | October 20, 2022 | 10:30am

Thalatta Estate

- Closed for Shoreline Stabilization

Park Projects

- Veterans Park Design and Construction Drawings – Kimley-Horn & Associates, Inc.- In Progress-
- Parks Master Plan – Bermello Ajamil & Partners – In Progress Workshops August 25th at Village Hall and September 30th at Palmer Trinity
- Repair/Replacement of Rubberway Trail at CRP and Asphalt walkways at PBP in RFP progress

Private Weddings/Programs/Rentals at Thalatta for October 2022

- Closed for Shoreline Stabilization

PUBLIC SERVICES

August

- **Freebee Ridership:**
 - 1825 Completed Rides (C.R.)
 - 2273 Total Passengers

Ridership has increased by 292 C.R. since July & increased by 382 C.R. since July
- **IBus Ridership:**
 - 544 A.M. Route
 - 487 P.M. Route

Total: 1,031 Riders

Ridership has increased by 367 since July & increased by 176 since June
- **Facilities Maintenance Division**
 - 148 Open Work Orders – 31 more than July/February/7 more than June.
 - 141 Closed Work Orders – 23 more than July/13 more than June.
- **Public Works**
 - 8 - Signs Repaired/Installed – 4 more than July/1 more than June.
 - 0 - Graffiti Removal – 2 less than July/4 less than June.
 - 3 - Pothole/Shoulder Repairs – 5 less than July/4 less than June.

- 20 -Tree/Shrub Trimming, Removal, Install – *10 less than July/ less than June.*
- 0 -Tons of Debris/Trash Removal – *same for June and July.*
- 3 - Drain Cleaning/Repairs (inlet tops) – *2 less than July /5 less than June.*
- 0 - Linear feet of sidewalks installed – *same for July and June.*
- 10 - Sidewalks inspected – *10 more than February/1 more than March.*
- 10 - Drainage Inspection – *5 less than July/4 more than June.*
- 20 - Trees & Landscaping inspections – *10 less than July/5 less than June.*

August Projects Follow-up

- Work on ITB for Drainage Sub-Basin 61.
Update: Construction underway. A majority of the infrastructure has already been installed. Restoration of swale roadway to commence shortly.
- Work on Identification/Selection of this FY's Village-wide Resurfacing Sites.
Update: Minor corrections/modifications at two locations still pending. SW 163RD Street will be completed after localized drainage project is completed on roadway this week.
- Work on Identification/Selection of this FY's Storm Drain Maintenance Maps.
Update: Envirowaste Started Storm Drain Cleaning Complete for FY 21-22.
- Work on Identification/Selection of this FY's Sidewalk Repairs & Construction Location.
Update: Metro Express Inc Sidewalk Repairs complete for FY 21-22
- SW 174th Street Complete Street Design.
Update: Conceptual Design complete, have added lighting to scope of services.
- Sub-Basin 57/96 was presented at the July Council Meeting.
Update: Council approved project, NTP was issued to consultant.

October Upcoming Projects

- Village Wide Storm Drain Maintenance after receipt of Vac-Con Truck (expected delivery now is middle to end of October) and Training of Personnel. Need to Hire Vac-Con Truck Operator.
- Village Wide Sidewalk Repairs & Construction FY 22-23.
- Continue work on the following projects: Implementation of Traffic Calming Study Recommendations FY 21-22 (Marlin Engineering) and start Identifying Study Areas for FY 22-23, Continue working on Sub-Basin 43 (Kimley Horn), Sub-Basin 44 (Chen Moore), Sub-Basin 41 (Civil Works), Sub-Basin 11 (Stantec), Sub-Basin 57/96 (Calvin Giordano) and SW 148TH and SW 174TH Street Complete Streets Projects.

POLICE

August

- Attended the beginning of the school year faculty and PTA meetings
- Officers were assigned to their respective schools for police presence and to assist with pick-up and drop-off students
- NRU Officers and Palmetto Bay Command Staff attended the Citizen's Crime Watch Annual Award Dinner, where Officer Kevin Collins received the award for Crime Watch Officer of the year
- DARE classes began at Howard Drive, Coral Reef and Dr. Henry E. Perrine Elementary Schools
- Crimes/Calls for Service:
 - 2 Auto Thefts
 - 1 Commercial Burglaries
 - 0 Residential Burglaries
 - 6 Vehicle Burglaries
 - 1 Robbery
 - 20 Domestic Dispute/Disturbance
 - 15 Baker Acts
 - 40 Crashes

October Upcoming Events

- DARE classes at Howard Drive, Coral Reef, and Perrine Elementary Schools
- Officer Friendly classes at Coral Reef and Howard Drive Elementary Schools
- Southeast Florida Crime Prevention Association monthly meeting
- Youth Crime Watch at Howard Drive and Coral Reef Elementary
- Block party crime watch meeting
- Block party kids' safety event
- Active Shooter presentation at St. Richard Catholic Church
- Florida Crime Prevention Association Annual Conference, Hutchinson Island, FL
- Cancer Free Kids 5K at Deering Estate
- Tentative RAD Woman class in Palmetto Bay
- Tentative radKIDS class at Howard Drive Elementary

PLANNING & ZONING

August

- Facilitated a community workshop regarding future zoning changes in the Old Cutler commercial area. Over 60 residents attended and participated in the workshop.
- Attended State of Florida Peril of Flood informational session (virtual).
- Continued to work on Central Square software implementation.
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- Crafted and released Comprehensive Plan Amendment Request for Proposals.

- Attended Miami-Dade County Vision Zero Municipal Workshop.
- Attended Floodplain Management Planning Committee meeting #3 on August 24, 2022
- Coordinated Veteran's Park property turnover.
- Attended Active Design Miami Committee meeting.
- Director Siegel has worked with staff to identify improvements to internal procedures and development review processes.

Reviews, Applications, and Public Meetings

- Zoning Hearing Applications Received: (0)
- Site Plan Reviews Received: (0)
- Administrative Variances Received: (4)
 - August 8, 2022
 - Application Number: ADJ-22-008
 - Applicant: William Comber
 - Address: 18221 SW 87th Avenue
 - Request: Administrative Variance requesting to build a 32' X 16' pergola on the southside of the backyard
 -
 - August 18, 2022
 - Application Number: ADJ-22-009
 - Applicant: Ralph & Miladis Barnes
 - Address: 16665 SW 87th Court
 - Request: Administrative variance requesting to replace an existing wall on the rear of the property to be built at a height of 7.5 feet
 - August 19, 2022
 - Application Number: ADJ-22-010
 - Applicant: Samantha Moore
 - Address: 14701 SW 84th Court
 - Request: Administrative variance for an addition of a house to be built on the side existing residence to have the setbacks of 13-5" where 15" is required
 - August 29, 2022
 - Application Number: ADJ-22-011
 - Applicant: Christopher Grunewald
 - Address: 17023 SW 87th Avenue
 - Request: Administrative variance for reduction of the 25% setbacks for an outdoor pergola and a storage unit on the South Structure #1, East Structure #2 & #3 and North Structure #3
- Business Tax:
 - 7 New
 - 76 Renewals
 - 11 Closed

October Upcoming Events

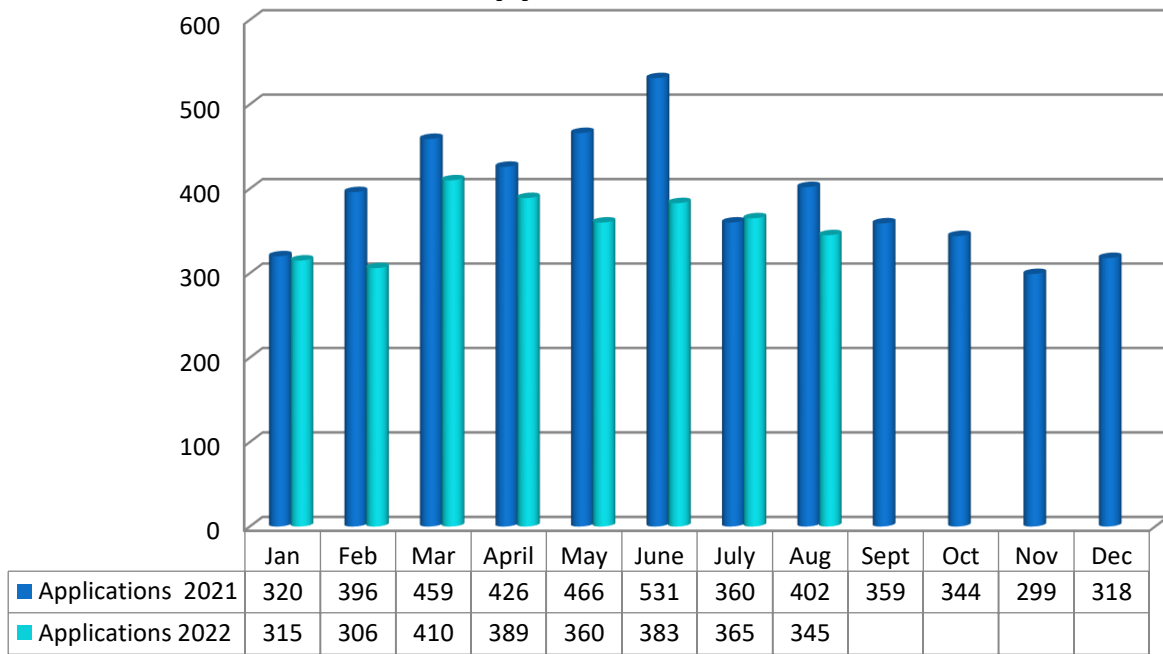
- Continue to identify improvements to internal procedures and development review processes.
- Implement a technical development review process with Village Departments and applicable outside agencies consistent with Code Section 30-30.2(d).
- Old Cutler Workshop August 20th, 2022
- Second Reading of Old Cutler Road Neighborhood Commercial District ordinance.
- First Reading of Site Plan Review ordinance amendments.
- Review Comprehensive Plan Amendments RFP submissions.
- Floodplain Management Protection Committee will have an opportunity to review the draft plan and discuss adoption and implementation.
- Possible kickoff of Resiliency Committee

BUILDING & CODE COMPLIANCE

August

- Permits:
 - 345 Building Permits
 - 1 New Commercial
 - 0 New Residential
 - 1,382 Building & Roofing
- Code Compliance:
 - 70 New Cases
 - 13 Civil Violations
 - 0 Special Master Cases
 - 317 Active Cases

New Permit Applications Submitted



Residential/Commercial Building Permits

